OUTDOOR FESTIVAL/SPECIAL EVENTS INTERVIEW CHECKLIST

The site plan shall include:

The name of all streets or areas that are part of the outdoor festival or special event.	
The location of fire department emergency access lanes (20 foot minimum width)	
Location of stages, non-food booths, food booths and cooking areas	
A detail or close up of the food booth and cooking area configuration	
Booth identification signs or numbers of all vendors cooking with flammable gases or BBQ grills	
The location of all tents	
Site plan is to be approved by the fire marshal	
Tents	
Permits are required for tents 200 sq. ft. or larger, canopies 400 sq. ft. or larger	
Tents 10 X 10 – a permit is not required	
A certificate of flame resistance for each tent, canopy are required	
Banners – letter of flame retardation or present a sample for a flame test shall be required	
Temporary Power	
Generators shall be fenced to prevent contact by the public	
Storage locations of propane cylinders and flammable liquids and waste grease shall be away from the public	
Fire Extinguishers	
Non-cooking booths shall have a 2A10B:C / Cooking booths shall have a 40B:C and booths deep frying shall have a K-Type	

Street Festival Food Booth Requirements

 One 2-A 10-B:C rated extinguisher, in operable condition, shall be provided in each cooking booth.
 Secure all compressed gas cylinders to prevent tipping over.
 All LPG cylinders shall have an approved regulator and hose to the cooking appliance.
 All decorative materials and fabric shall be inherently flame proof or properly treated in booths that have open flame devices or cooking appliances.
 All booths are subject to inspection by the Atlanta Fire-Rescue Department and any discrepancies will require immediate attention.
 Seating shall be a minimum of 15' from booths with open flam devices or cooking appliances.
 Deep fat fryers or any cooking device capable of splashing hot oil shall be located to the rear of the booth.
 There shall be a competent adult in cooking booths at all times to insure safety.